FINANCIAL RECONCILIATION - MONTHLY NARRATIVE

MEPRS Fundamentals

8Mar11

Financial Reconciliation

- Auditable financial data
  - Financial
    - Compare and validate financial data from the source system correctly interfaced into EASi
    - All adjustments made to the STANFINS data in EASi have been documented
      - Enter data from the STANFINS AVK 329 (218) Report
      - Compare data from
        - 218 Report
        - EAS Systems Interface Financial Pure Report
      - Reconcile 218 Report to EAS Systems Interface Financial Pure Report
    - All adjustments made to the GFEBS data in EASi have been documented
      - Enter data from the GFEBS Source of Funds (SOF) Report
      - Compare data from
        - GFEBS SOF Report
        - EAS Systems Interface Financial Pure Report
      - Reconcile GFEBS SOF Report to EAS Systems Interface Financial Pure Report

Microsoft Office
el 97-2003 Worksh

Microsoft Office
Word Document

Financial Reconciliation

- Personnel
  - Compare and validate all personnel financial data from DMHRSi interfaced correctly into EASi
  - All adjustments made to the DMHRSi source data in EASi have been documented.
    - DMHRSi EASIV Summary View Report and EASi Personnel Pure Month Net
    - EASi Personnel Pure and Personnel Accepted Report Month Net
    - EASi Month Net Personnel Accepted and Direct Expense Accepted Reports

Financial Reconciliation

- EASi Final Reconciliation
  - Compare amounts from the
    - EASi Financial Pure Civilian Pay YTD
    - Direct Expense Accepted Civilian Pay YTD (DMHRSi)
  - Determine amounts that are automatically deleted by EASi after financial data is interfaced into EASi
- Adjustment Explanation Tab
  - Month net differences between the DMHRSi EAS IV Summary View Report and the EASi Personnel Pure Report
  - Month net adjustments made in EASi to increase or Decrease Personnel Salary Data
    - Shows difference between EASi Personnel Pure and EASi Personnel Accepted Reports
  - Personnel Adjustments that do not increase/decrease personnel salaries
    - Transfer adjustments only
  - Financial Adjustments (entries added to Financial Pure data (YTD amts only))
    - Depreciation
    - SAIC - centrally funded salary
    - DENCOM (Dental Asst, Dentists) - centrally funded salary
    - Marriage & Family Therapy Social workers – centrally funded

Financial Reconciliation

- Adjustment Explanation Tab
  - YTD Miscellaneous adjustments added to EASi Financial Pure Data
  - YTD Miscellaneous adjustments deleted to EASi Financial Pure Data
    - Higher headquarters costs in financial pure - **(BZ***)**
    - Payroll EORs in #EMPTY in financial pure
      - EORs **15NZ, 17NZ**, etc. - Any Payroll EORs which are expired, in # Empty, & deleted by EASi
    - DLA Supply Credit Card adjustments - **(BYDLA)**
    - Bad Debt on collections - **(BYBAD)**
    - OPLOC default database APC (Formerly GPAY,9999) - **(BZDFS)**
    - Delete VET Regional Command - **(BZVET)**
    - Delete Regional Medical Command - **(BZRMC)**
    - Delete Regional Dental Command - **(BZRDC)**
    - Delete Tri-Care Regional Office (TRO) - **(BZTRO)**
    - Delete Multi-Market Service Office (MSMO) – **(BYMSO)**
    - Delete Regional BRAC Office/Team – **(BZBRC)**
    - Delete Community Based Health Care Organization (CBHCO) – **(BZCBH)**
    - DHP Inventory in financial pure – **(BYRIN)**
    - Delete VET Direct Expenses and Obligations – **(BYVET)**
    - Korean payroll in financial pure – **(EOR 2566)**
    - Delete accounts receivable – **(EOR 4601)**
    - Delete amounts processed in – **(EOR 2721)**

Financial Reconciliation

- Adjustment Explanation Tab
  - Financial Section – Miscellaneous items which do not add or delete EASi Financial Pure Data Report
    - MEPRS FCC Change
    - AMSCO Change
    - EOR Change

- EASi Final Reconciliation
  - YTD Amounts in the EASi Financial Pure Report and the Financial Direct Expense Accepted Report
    - Military salary YTD – Direct Expense Accepted Report (EORs 1190, 119A, 119B, 119*, 117F, & A420)
    - Total YTD EASi Financial Direct Expense Accepted Report (no filters)

Monthly Narrative

- Required format
  - Required information
    - Items of Non-compliance – known violations of business rules

      - Inpatient Care (This section should include the date when the Inpatient Workload and Man-hour Reconciliation was completed.)

      - Ambulatory Care (This section should include the date when the Outpatient Workload and Man-hour Reconciliation was completed.)

      - Dental Care

      - Ancillary Care

      - Administrative and Support Services
        - (Note: In this section, verification should be provided every month on the work centers by MEPRS/FCC and EOR which do not receive support from Logistics to assist in validating entries in the EEA* datasets)

      - Special Programs

      - Medical Readiness

Monthly Narrative

- Required information
  - Personnel Issues
  - Financial Issues
    - Include a listing of month net credit expense balances (by MEPRS/FCC) which were created by Budget adjustments.
  - Other Comments. General issues can be included in this section.
    - Square Footage: Square footage changes by MEPRS/FCC and square footage amount per month
    - MEPRS/FCCs Activated and/or Deactivated by fiscal month. Cumulative YTD changes
  - Date Financial reconciliation was completed
  - Date forwarded to the MEPRS Functional Mailbox
  - MEPRS Monthly Retransmission: The monthly MEPRS was retransmitted on (Date) because an adjustment was made in EASi to correct (provide summary explanation). The recertified financial reconciliation for this retransmission was submitted to the MEPRS Functional Mailbox on (Date).